

Parks Manager

DEFINITION

Under the general direction to plan, coordinate, and direct the City's ground maintenance program for Parks and recreational areas through subordinate supervisors, performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Park and Open Space Manager and will assist in the day-to day management of parks programs.

Exercises **** over

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following: Plans, organizes, coordinates and directs the City's landscape and park maintenance program for parks, recreational areas and other landscaped areas; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the parks division; provides for staff training and development; prepares detailed budget requests for the staff, equipment and materials requested for projected activities; provides technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial actions to be taken; directs the selection, supervision and work evaluation of assigned staff; directs installation and maintenance of landscape and irrigation systems; recommends disciplinary action; resolves a variety of routine personnel administrative matters; prepares or reviews a wide variety of written reports; and maintains records, including personnel records, periodic progress reports, and requisitions; participates in long-term planning to assess future needs; researches new operational techniques methods and equipment and recommends their applications; reviews plans and specifications for contract work and inspects work performed to determine compliance to standards; develops, reviews and updates written maintenance instructions and schedules; attends meetings with other departments, outside agencies, contractors and concerned citizen organizations; assumes responsibilities a Park and Open Space Manager on a relief basis.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of: California State Laws regulating use and storage of pesticides, employee safely training and public safety as it relates to pesticides; principles, methods, materials and equipment used in landscape maintenance; principles and practices of effective employee supervision, including selection, training, work evaluation and discipline. Principles and methods of

administration including goal setting; policy and procedure development and implementation; evaluation and work standards; principles and practices of budget development and administration; related safety practices and procedures; and related computer applications

Skill in: Planning, organizing, directing, assigning, reviewing and evaluating the work of others; selecting, motivating and evaluating staff and providing for their training and development; analyzing complex landscaping and administrative problems; evaluating alternatives and recommending or adopting effective courses of action; developing and implementing goals, objectives, policies, procedures, work standards and internal controls; preparing clear and concise reports, correspondence and other written materials; exercising independent judgment and initiative within general policy guidelines; establishing and maintaining cooperative working relationships with staff, citizens and a variety of public and private organizations.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible supervisory experience in the operations and maintenance of parks and recreation facilities.

Training:

Equivalent to combination equivalent to an AA degree from a two-year college in horticulture, park administration or a closely related field.

License or Certificate

Must possess a valid State of California Class “B” pesticide applicator’s license. Must possess a valid California’s Driver’s license. Must also remain aware of all current and changing state laws regarding pesticide usage. PLEASE NOTE: Maintenance of a Class “B” pesticide applicator’s license requires attendance at classes and seminars to obtain the 20 units required by the state every two years.

PHYSICAL DEMANDS

Must be willing to work in an outdoor setting with exposure to dust, dirt, wind, noise, traffic, and hazardous conditions; must be able to travel to various city worksites to inspect and monitor work; must be able to sit for prolonged periods of time at meetings, walk, stand, stretch, bend crouch, stoop, extend arms above the shoulder, lift and carry equipment, supplies and materials as needed; must be able to communicate with others over a telephone or via radio; must be able to access and use typical office equipment to prepare reports and documentation.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, or meetings. Some fieldwork is required with exposure to outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and material. Work is frequently disrupted by the need to respond in –person and telephone inquiries.